



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-659

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

CENTRAL SERVICES

PROPERTY MANAGEMENT

AGENCY

DIVISION

| ITEM NO. | DESCRIPTION   | RETENTION  |
|----------|---|--|
| 1.       | <u>ACTIVE LEASES (COUNTY IS LESSOR)</u><br>These files are arranged chronologically by building number and contain all active, original leases where the county is lessor, any amendments, billings, and any other related correspondence or notes.   | Retain in office until lease expires, then place in Expired Lease File (#2).   |
| 2.       | <u>EXPIRED LEASES</u><br>These files contain original Leases (#1) which have expired and are arranged chronologically by building number and contain all expired leases where the county is lessor. They contain the original lease, any amendments, billings, and any other related correspondence or notes, and microfilmed copies of expired leases over 10 years old which are arranged alphabetically by building or lot name. | Retain in office for four (4) years after lease expires years, then send to the Record Center for an additional 12 (twelve) years, then destroy. |
| 3.       | <u>LEASE INFORMATION FILES (COUNTY IS LESSEE)</u><br>These files are arranged by department occupying the space, then by building number. They contain all information pertaining to leases where the county is the Lessee, receiving rent for such properties as buildings or parking areas.   | Retain in office until lease expires, then transfer to record center for 12 years. Then destroy.   |

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

3/2/90  
DATE

*Serald A. Tush*  
SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

4/7/90  
DATE

*Samuel R. Roney Jr.*  
SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

2/6/90  
DATE

*[Signature]*  
SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

4/12/90  
DATE

*[Signature]*  
SIGNATURE



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE NO.

C-659

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| ITEM NO. | DESCRIPTION  | RETENTION  |
|----------|--|--|
| 4.       | <p><u>FLOOD PLAIN PROPERTIES</u><br/>These files are arranged alphabetically by street name. They contain copies of deeds and all related correspondence pertaining to properties purchased by the county in various flood plains. These properties are awaiting dispositions such as razing, right of way designations, lease, etc. They are also retained by the Deaprtments of Public Works, Land Aquisitions division.</p> | <p>Purge files of all unneeded papers and retain in office for three (3) years after deed is recorded and all audit (Federal and State) are met, then microfilm. Dispose of paper records after film is accepted. Retain security copy of film in Record Center and Office copy permanently. <i>Transfer periodically to State Archives.</i></p> |